



DPS/General Information - Permitting Process

THE DEPARTMENT OF PERMITTING SERVICES

The Department of Permitting Services (DPS) was created on August 1, 1996. Its mission is to provide the highest quality of customer service while insuring compliance with Montgomery County development and construction standards. The Director, Robert Hubbard, and DPS staff hope that the information in the DPS web pages will make permits, certificates and licenses issued by DPS much easier to obtain and the process more easily understood.

We have also included other services offered by DPS that are related to the permitting process as well as phone numbers and e-mail addresses for all services.

Information on the DPS web pages will be updated to reflect the latest changes in laws, regulations, fees and DPS procedures.

OTHER AGENCIES AND DEPARTMENTS INVOLVED IN THE DEVELOPMENT PROCESS

This DPS web pages focus on services provided by DPS. However, there are many other agencies and departments involved in approving and reviewing applications prior to DPS's issuing permits, licenses, and/or certificates, such as:

Montgomery County Government

- Dept. of Public Works and Transportation
- Dept. of Fire and Rescue Services
- Office of the County Attorney
- Dept. of Environmental Protection
- Dept. of Finance
- Board of Appeals

Outside Agencies

- Utility Companies
- State Highway Administration
- WSSC
- Assessments Office
- USDA, Soil Conservation District
- Maryland-National Capital Park and Planning Commission
- Historical Preservation Section and Commission

THE ROLE OF BOARDS IN THE DEVELOPMENT PROCESS

Two Executive Boards are assigned to DPS. Board members are appointed by the County

Executive and DPS provides administrative support. The Boards and their roles are:

The Board of Electrical Examiners advises the Director of DPS on the issuance of licenses for journeyman electricians, master electricians, and master electricians limited; and develops, administers, and grades examinations for these licenses.

The Sign Review Board reviews applications for Sign Permits and makes recommendations to the Director as to whether or not a proposed sign complies with the requirements. The Sign Review Board also grants variances where strict application of the sign regulations would result in peculiar and unusual difficulties to, or exceptional or undue hardship upon, the owner of the property or owner of such sign.

REFERENCES USED BY DPS

REFERENCES	MAY BE PURCHASED FROM
Montgomery County DPWT Roadway & Storm Drain Design Standards	DPWT Standards
Montgomery County Zoning Manual Montgomery County Code	Sharon Gemperle - (240) 777-6700 Montgomery County Government Office of the County Attorney Rockville, MD 20850
ICC International Building Code/2000 ICC International Residential Code/2000 ICC International Mechanical Code/2000 ICC International Fuel Gas Code/2000 ICC International Energy Code/2000	International Code Council 4051 West Flossmoor Road Country Club Hills, Illinois 60478-5795 Telephone: (800) 214-4321 http://www.iccsafe.org/
NEC (National Electric Code)/1996 NFPA 101/1997 NFPA 72/1996 NFPA 13/1996 NFPA 13D & 13R/1996	National Fire Protection Association 11 Tracy Drive Avon, MA 023221 800 344 3555
1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control 2000 MDE Stormwater Design Manual Volumes 1 & 2	Maryland Department of the Environment Water Management Administration 1800 Washington Blvd., 4th Floor, STE 440 Baltimore, MD 21230 (410) 537-3543
Technical Release No. 55 (Urban Hydrology Manual) Technical Release No. 20 (Computer Program for Project Formulation - Hydrology)	U.S. Dept. of Commerce National Technical Information Service 5285 Port Royal Road Springfield, VA 22151 1-800-553-6847
HEC 1, HEC2, HEC RAS	Hydraulic Engineering Center

	U.S. Army Corps of Engineers 609 Second Street Davis, CA 95616 Tel. # (916) 756 1104
Maryland Accessibility Guide Comar 05.02.02 ADAAG & FFHAG MBRC (Maryland Building Rehabilitation)	Maryland Department of Housing and Community Development 100 Community Place Crownsville, Maryland 21032 (410) 514-7220
A Policy on Geometric Design of Highways and Streets 1990	American Association of State Highway and Transportation Officials 444 North Capitol St. N.W., Suite 225 Washington, DC 20001 1-800-231-3475

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